SOUTHERN PLAINS AREA POLICY AND GUIDELINES

ON ARS-115

"REQUEST TO SUBMIT MANUSCRIPT FOR PUBLICATION"

REVISED MARCH 2006

TABLE OF CONTENTS

SECTION I

GUIDELINES FOR AUTHORS AND SUPERVISORS

Procedures to be followed by authors and supervisors, and responsibilities of those involved in writing, reviewing, and approving manuscripts and abstracts, contained in this Southern Plains Area's Policy on ARS-115s are derived from ARS Policies and Procedures 151.1, 152.1, 152.2, and 153.1 (see Appendix for URL/link). This policy is a condensed guide that authors and supervisors should become and remain familiar with. *In most cases, the responsibility for final approval of manuscripts is now at the Location level (Research Leader or Laboratory/Center Director, depending on location organizational structure).*

Note: ARS-115 records are to be entered at the lowest organizational level within a location in order to maintain proper supervisory controls. At those locations with both a Research Leader and a Laboratory/Center Director, the ARS-115 is to be entered at the RL level so that both location approval signature blocks are used, even if the approval is by the same person.

PUBLICATION APPROVAL:

Anything that is to be published needs to have approval prior to submitting the material for publication. This would include, but is not limited to:

Abstracts	Newsletters
Books or Book Chapters	Peer Review Journals
Experiment Station Publications	Popular Publications
Germplasm Registrations	Proceedings/Symposium
Government Publications	Research Notes
Letters to the Editor	Review Articles
Literature Reviews	Trade Journals
Monographs	Web Postings that Report Research

Electronic ARS-115s are used to obtain this approval. These ARS-115s are also used to create Detail by Author reports for Annual Performance Appraisals of scientists.

Electronic Publications. Material distributed as a finished product in a digital format, including CD-ROM, magnetic tape, floppy disk, electronically readable/viewable/transmittable files (via the internet or other telecommunications medium), is considered a publication if it would be considered a publication in print. Software and digital databases (including simulation models and expert systems) distributed as products with user and/or technical documentation or other user aids such as tutorials are regarded as publications. Online databases that are frequently updated are not publications.

Videotapes. Production of scientific videotapes for external research meetings including visual aids that summarize or demonstrate technical procedures to user groups, including researchers,

farmers, industry associations, should follow guidelines established in Policies & Procedures 153.1-ARS (see Appendix).

WRITING/REVIEWING THE MANUSCRIPT:

There are several things to keep in mind as you write/review manuscripts and abstracts. Foremost among these are relevance, technical content, and quality.

Relevance. Is the work being reported relevant to the project by which the author is funded? Does it address the mission and goals of the Management Unit? A "no" answer to these questions is not necessarily grounds for disapproval, but it may signal the need for guidance from you (RL/LD/CD) about accountability in research.

Technical Content. Were appropriate methods used in the research? Were the results correctly and objectively analyzed and interpreted? Do the data justify the conclusions? Has the author satisfactorily dealt with peer reviewers' criticisms?

Quality. Is the language clear and concise? Have the rules of grammar, spelling, and punctuation been obeyed? Is the manuscript in proper format for the intended journal? A poorly written manuscript, however good the science may be, will have difficulties at the journal. It will also reflect poorly on your Unit and on ARS.

Also, be on the lookout for:

(1) Disclaimers (see page 3)
(2) Non-discrimination Statement (see page 3)
(3) "Dual-Use" research (see page 5)

In summary, you (the approving official) have the responsibility to ensure that ARS research is reported responsibly by articles and abstracts that are technically sound and well-written. You are the quality control expert.

AUTHORSHIP OF SCIENTIFIC PUBLICATIONS:

Authority to approve authorship by employees who do not occupy research or service scientist positions (Categories 1, 2, and 4) resides with the Area Director (AD).

To receive approval, a memo must be written to the AD explaining how the individual participated sufficiently in the work to take public responsibility for the content of the article (see Appendix, Policies & Procedures 152.2-ARS, Section 1. Guidelines on Authorship).

Category 3 Authorship. A Category 3 scientist may be a senior or junior author <u>if</u> approval has been obtained from the AD. This approval should be sought as soon as the need becomes evident, <u>but</u> prior to the production of the first draft of the manuscript.

Technician Authorship. It is only under exceptional circumstances that the contributions of a technician will serve to warrant JUNIOR authorship of a publication. Recognizing that situations may occur, <u>prior approval</u> from the AD is required. The prospect of junior authorship should be

foreseen and approval obtained at the outset of the project, but no later than after the work is completed and before the writing has begun.

Authorship Involving More Than One Area or Research Unit. The approval process should be initiated by the first ARS author and the ARS-115 initiated electronically by the Research Unit of the Research Project of the first ARS author. This is also the time to obtain clearance by any cooperative agencies and/or institutions.

Author Affiliation. Author affiliation shown on the manuscript should include all the following:

(1) Unit or Laboratory Name
(2) Center Name (if applicable)
(3) USDA, Agricultural Research Service
(4) University Department Name and University Name (if applicable)
(5) City, State, Zip Code

It is inappropriate for an ARS author to be identified solely with a university affiliation.

DISCLAIMERS AND REQUIRED STATEMENTS:

Certain legal restrictions apply when reporting research conducted by ARS employees, in ARS facilities, with funds administered by ARS. As the situation dictates, the following statements will be used.

Disclaimer. Although sometimes overlooked, the disclaimer statement is a legal necessity whenever proprietary or brand names are used. Use the following disclaimer statement (word for word) as found in Policies & Procedures 152.1-ARS, Section 3.

> "Mention of trade names or commercial products in this [article] [publication] is solely for the purpose of providing specific information and does not imply recommendation or endorsement by the U.S. Department of Agriculture."

Non-Discrimination Statement. Any document requiring approval from the Information Staff prior to publication and distribution outside ARS will need the following Non-Discrimination Statement:

> "All programs and services of the U.S. Department of Agriculture are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap."

Copyright. An ARS employee has no right of copyright for published material. Per Copyright law, Government products cannot be copyrighted, and articles written by a Federal employee as part of his/her official duties are Government products and, as such,

can be freely copied by the public. In responding to a publisher's request to sign a transfer of copyright, the ARS employee should return the form unsigned with the following statement:

> "The article cited was prepared by a USDA employee as part of his/her official duties. Copyright protection under U.S. copyright law is not available for such works. Accordingly, there is no copyright to transfer. The fact that the private publication in which the article appears is itself copyrighted does not affect the material of the U.S. Government, which can be freely reproduced by the public."

Some publishers will have a block on the copyright form that you may mark to show that the work was done by a government employee as part of their official duties.

PRESUBMISSION CLEARANCES AND REVIEWS:

Prior to entering the ARS-115 into ARIS, authors must review each submission for any required clearances, so that appropriate responses can be entered into the record.

Patentable Information. Applications for a patent must be filed at the U.S. Patent & Trademark Office within one year after the publication date for U.S. Patent, and before the publication date for a foreign patent.

If information is being published or presented that has patentable information, the ARS-115 block "Due to patent potential, is retention of intellectual property rights desired?" needs to be marked "YES". If retention of intellectual property rights is desired, upon completion of the approval process, the ARS-115 will move to "ACTIVE" status in ARIS. The ARS-115 will be held in the ARS "ACTIVE" database during the review process by the Patent Advisor. While in the ARS "ACTIVE" database, the publication may be viewed by anyone in ARS who has access to ARIS. The publication will be moved to the Technology Transfer Automated Retrieval System (TEKTRAN) either after a patent has been filed or a determination made that no patent will be filed. At that time the ARS-115 may be viewed by anyone who has access to TEKTRAN.

NOTE: A patent application submitted during a current Performance Appraisal Period or an ARS-115 with patentable information that does not appear in the ARS "ACTIVE" database at the end of the Performance Appraisal rating period may be included in the Detail by Author Report by the Research Leader penciling it in.

"Z" – "Patent Application" PUBLICATION TYPE may be used to update the ARS-115 database when a patent application has been granted a serial number. An ARS-115 for patent cannot be entered into ARIS until the serial number is assigned.

High Profile Subject Matter Designation. Use of the High Profile Subject Matter designation has been discontinued. All ARS-115 records should be marked "N" in the block for High Profile Subject Matter designation on the RL and/or CD/LD/DAD signature line.

Dual-Use Research. ARS has identified specific research projects for which results have both beneficial value and the potential for misuse and pose a biologic threat to public health or national security. Those projects have been coded BPMS136 on the AD-417. ARIS has been programmed such that any ARS-115 associated with those projects will route through all approval channels (RL, CD/LD, AD, NPS, and OTT). In addition, the actual manuscript must be sent through the same approval channels to NPS (preferably by e-mail for faster turnaround) before the material is submitted to the intended journal/publisher. For an abstract only, or for a proceedings paper in which the abstract on the ARS-115 provides a thorough summary of the information intended for presentation, it is not necessary to forward the manuscript.

Additional guidance on this subject is included in Dr. Knipling's January 12, 2006, memorandum, in the Appendix.

Peer Review. It is SPA policy that peer reviews are required on most written documents. In these cases, an ARS-533, Manuscript Peer Review, is required from two or more peers outside the author's research unit. At least one peer must be in a location other than that of the author(s). The author(s) is strongly encouraged to get a review by a scientist who is NOT employed by ARS. The ARS author must also respond to the peer reviewers' comments or suggestions and explain how the reviewers' suggestions have been addressed, as specified under the Comments section of ARS-533. Respond either on the form or in a separate memo.

Some written documents that do not need peer reviews are Germplasm Registrations, Abstracts, and Literature Reviews.

If the senior author is non-ARS, the first ARS scientist is responsible for ensuring that an acceptable review is obtained, equivalent to the ARS process used. The clearance process may deviate from ARS procedures if comparable evaluation is achieved by a system used in a cooperating institution. It will be adequate to use the cooperating institution approval.

Report of CRADA Research. If the ARS-115 is for a publication that reports research conducted under a Cooperative Research and Development Agreement (CRADA), the agreement number must be entered into the record. In addition, the CRADA cooperator must have been provided the opportunity to review the manuscript and the technical abstract and interpretive summary.

Clearance of Information by Non-ARS Authors. For all non-ARS authors, the ARS-115 must be noted to indicate that they approve the Interpretive Summary, Technical Abstract, and the author affiliation that has been used to describe them. Their approval indicates that they are aware that this information may be released to the public. A "Cleared" box next to their name in the author list must be checked to show approval.

PREPARATION FOR MANUSCRIPT SUBMISSION APPROVAL IN ARIS:

When the manuscript is ready for submission, the author(s) should submit to the Approving Official the following:

$ Information needed for preparation and entry of the ARS-115 (Request to Submit Manuscript for Publication) by the research unit into the Agricultural Research Information System (ARIS). It is recommended that a worksheet be used to be certain that all the correct information is given to person entering the ARS-115 (see the Appendix for a sample worksheet).

$ ARS-533 Peer Review Forms from at least two peer reviewers (if required) and the author's response(s).

$ Manuscript/article/item to be published (including revisions from any peer reviews).

$ If this is the first formal report (other than an abstract), then an interpretative summary is also needed.

INTERPRETIVE SUMMARY:

Manuscripts that are the first formal report (other than an abstract) of original scientific research require an interpretive summary for inclusion in the ARS-115 (see matrix in Appendix, ARIS Manual Chapter 5). A well-written Interpretive Summary should not exceed 5000 characters.

Interpretive Summaries are used to inform a wide audience about ARS research, and should be written in terms understandable to the general public. In addition, the Agency uses them for decision making about resource allocations, budget development, program planning, technology transfer, and communication with Congressional and Executive Branch policymakers. Therefore, the Interpretive Summary should not simply repeat or paraphrase the technical abstract, but should be written in layman's terms to relate the meaning or value of the research in terms understandable to the general public. An Interpretive Summary should contain the following:

X Problem - A background statement, in one to three sentences, explaining the problem that was addressed or the rationale for the research.

X Accomplishment - A description of what was accomplished, not how it was done (omit detailed results, instead highlight major findings).

X Contribution - An impact statement describing the significance of the accomplishment; why the results are important to the producer, consumer, industry, or other user. Provide statements showing dollars savings if appropriate.

Again, explain in terms that won't require a dictionary for your neighbor to understand. Don't use Latin names, jargon or scientific terms, and do summarize the results in words, not data. Policies & Procedures 152.1-ARS, Exhibit 1, (see Appendix) shows an example of an acceptable Interpretive Summary. In addition, interpretative summaries may be viewed at the TEKTRAN website: http://www.ars.usda.gov/services/TekTran.htm. The following article written by Dr.

Phyllis Johnson, Director, Beltsville Area, has some excellent pointers on writing interpretive summaries.

Can Anybody Interpret Your Interpretive Summaries?

Interpretive summaries are meant to be a means of explaining technical work to the lay public. Once interpretive summaries and technical abstracts are in the Research Management Information System (RMIS), they are available for on-line searching by the public. Congress can also use the system to find out what we've done. Thus, it's important that authors and RLs make sure that they are well written.

Writing in lay language isn't always easy. Each interpretive summary should contain a background statement explaining the problem, a description of what was found (not just what was done), and a statement that explains why the result is important to the farmer, producer, industry, or other user. If you're not sure what "lay language" is, pretend you=re writing for the *Reader=s Digest*. Stay away from Latin names for organisms and from jargon. Don't give data--summarize the results in words. If you show the interpretive summary to a lay person and that person needs a dictionary to understand it, try again. Explain your work the way you would speak to a neighbor who works in a bank and hasn't taken science since high school. This is something every scientist needs to be able to do. Taxpayers are both our customers and our bosses--they need to know why our work is important.

NOTE: Whether an Interpretive Summary is required or not by ARIS is triggered by the AFirst Formal Report Other Than Abstract" field. If this field is marked "Y" an entry in the Interpretive Summary block is required, although is some instance it may be appropriate to simply enter "Interpretive Summary not required." If the submission is for an Abstract Only, this field should be marked "N."

TECHNICAL ABSTRACT:

All ARS-115s require a Technical Abstract. If the manuscript contains no abstract or the publication to which it is being sent does not require one, the author must still provide one for inclusion in the ARS-115. A Technical Abstract should not exceed 5000 characters.

APPROVAL OF ARS-115 RECORDS:

With the exception of projects coded for Dual Use Research and those in NP107 Human Nutrition, final approval of the ARS-115 resides with the highest level of management at the location (Research Leader or Center/Laboratory Director). Human Nutrition project ARS-115s are approved at Area level. After the ARS-115 entry is complete and the record has been printed and verified for accuracy, the approval will be entered. The date the record receives final approved represents the official approval date; this date does not change for future modifications of the record. As a reminder, the ARS-115 should be completely approved before the material is submitted to the intended journal or meeting/conference.

MAINTAINING ARS-115 INFORMATION:

The ARS-115 record should be kept updated to reflect the current stage of the publication process. When the manuscript is submitted to the journal or other publication media, the "Date Submitted to Journal" field should be completed. Once the manuscript is accepted for publication by the journal, the "Acceptance Date" field should be completed. This date should be the date of the letter of acceptance; for conference proceedings or abstracts, where there is no formal acceptance, the date that the material is presented or the closing date of the conference may be used. The "Publication Date" field represents the date that the material is published or appears in print. This date must be entered into the record prior to generation of the publication citation.

ARS-115 records stay in Active for five years, and then they are placed in a non-viewable Archive. An archived record can be reported on an annual project progress report, provided that the record was updated to include the citation information before it was archived. Thus it is essential that records be updated as soon as possible after submission, acceptance, and publication.

NOTE: After a date is entered into the "Acceptance Date" field, selected fields of the ARS-115 record are propagated to ARS web pages associated with the research location, and thus the information is available to the public.

PUBLICATION CITATIONS:

In order for an ARS-115 to be included as a publication on the annual project progress report, the record must be updated to include the complete publication citation. The citation information should be inclusive enough to allow the article to be found or requested through a library. Citation formats are included in annual project progress report guidelines, and additional examples are included in the Appendix to this document.

NOTE: Once the citation is entered into the ARS-115 record, that information updates the publication information shown on the ARS web pages associated with the research location, and is accessible to the public. Do not input into the block unless the complete citation is being entered.

DISTRIBUTION OF PUBLISHED MATERIALS:

For manuscripts published in non-referred scientific journals, such as proceedings of workshops, conferences, and symposiums, or technical and research reports, etc., three reprints of the entire article should be sent to Acquisition and Serials Branch, Technical Services Division, National Agricultural Library, Room 002, Beltsville, Maryland 20705.

Authors shall maintain archives (preferably digital) of all manuscripts that are published. In addition, it is highly recommended that the Management Unit maintain a master archive file of all publications produced by investigators in the course of their research assignment.

Reprints of articles may be purchased for distribution upon request; no reprints may be mailed or otherwise distributed "with author's compliments."

AMENDMENT OF APPROVED ARS-115s FOR JOURNAL REJECTION:

Occasionally, a manuscript is rejected by a journal and the authors determine that it should be submitted to an alternate journal. In this instance, do not submit a new ARS-115 (unless the ARS-115 has been dropped from the active ARIS records). Instead, amend the approved ARS-115 that is in the "Active" file to reflect the change(s) and have it re-approved. On the amended ARS-115, the "Previously Submitted" field should be changed to "YES" when the record is re-approved.

DELETION OF ARS-115 RECORDS:

ARS-115 records will not be deleted from ARIS unless they are verified as being duplicate entries. When a duplication is found, either inadvertently entered by the senior author's location or entered by authors at multiple locations, provide the Area Program Analyst with information on the records and the circumstances surrounding the duplication. Records will not be deleted simply because the material was not published.

SECTION II

GUIDELINES FOR ENTERING THE ARS-115 INTO ARIS

The ARIS Manual, Chapter 5, provides detailed guidance for entering information into the ARS-115 record. The Manual is available on-line at http://www.arsnet.usda.gov/ARIS/Manual/ and is also included as a link in the Appendix to this document. It is highly recommended that a worksheet be used to obtain the required information from the responsible author before beginning to input the information into the ARS-115 record in ARIS. A sample worksheet is included in the Appendix and can be adapted to meet location needs.

Below is additional guidance on specific fields.

PROJECT NUMBER:

As part of the ADD ARS-115 function, a project number must be selected. Once selected, the project number cannot be changed. Carefully choose the project that the ARS-115 should be associated with, taking into consideration that the project number will be included with the publication information that will be posted to an ARS web site for the research location. It is not required that publications be associated with a parent project, and there may be instances when linking the ARS-115 to a subordinate project is advantageous (e.g., a CRADA).

NOTE: For the annual research project progress reports, a publication can be reported on an applicable subordinate or the parent, but on only one project within the management unit.

SUBMITTER:

In SPA the Submitter will be the Research Leader or Center/Laboratory Director, as appropriate.

CONTACT SCIENTIST:

Contact Scientist must be a permanent ARS person who can speak about the research, usually the senior ARS author. For publications where the senior ARS author is not a Category 1, 4, or 6 researcher, the author's supervisor should be entered as the Contact. For a Category 2 Post Doc/Research Associate, the Contact must be the author's supervisor.

ADDING AUTHORS:

It is imperative that all ARS authors be queried in so that the author mode code is correctly recognized. Author mode code information that is typed in, rather than pulled in through the query, is recognized as text and is not correctly read for the Detail by Author report.

Enter ARS authors in the project's mode code first, with their authorship number, followed by authors outside the project's mode code. The authorship number is unique. In the event that the order of authors changes, ARIS will not allow duplication of authorship number at any point, thus it may be necessary to code an author with an authorship number completely out of sequence until the correct number is no longer in use (e.g., to switch authors 5 and 6, code author 5 as 99, then code author 6 as 5, and then code author 99 to 6).

JOURNAL OR EQUIVALENT:

The "Journal or Equivalent" code should be queried in. Requests for establishing new codes should be sent to the Area Program Analyst, and should include the publication title, type of publication, publisher/sponsoring organization, journal/publisher URL, or other information so that it can be determined if the journal has a "Confidential Until Published" requirement. New codes will not be established for one-time meetings, books, or book chapters, or for a specific year of a recurring meeting (e.g., 4th International Meeting, or 27th Biennial Conference). A list of generic codes that can be used is included in the ARIS Manual. When using a generic code, information on the meeting, book, etc. should be included in the Remarks block to provide additional details about the publication.

PUBLICATION TYPE:

It is important to correctly identify and select the appropriate publication type from the list of values. This information appears in the Detail by Author report, as well as with the publication information posted to the web.

URL:

Enter the URL for the journal web site where the article is located. Do not enter http:// since this is preprogrammed into the field. See the section on citations for details on how to cite a web journal.

A future enhancement to the ARS-115 form will provide a secondary URL block for linking to a digital version of the publication housed on a non-journal site, such as the location's web page.

PREPARING TECHNICAL ABSTRACT/INTERPRETIVE SUMMARY "OFF LINE":

The Technical Abstract and Interpretive Summary documents can be created in any text processing software and then pasted into the text input block in ARIS. Thus an abstract from a manuscript can be used without retyping. In addition, material can be spell-checked in many source applications; ARIS does not have a spell-check function.

To copy a text block from another source, highlight the material to be transferred and then use CTRL+C to copy the text to the Windows clipboard; to paste the text block into the ARIS screen, place the cursor in the appropriate block and then use CTRL+V to paste the text from the Windows clipboard into the block. The amount of text that can be transferred in one action is limited to the capacity of the Windows clipboard, approximately one page.

At the present time ARIS is unable to utilize underlines, bold, italic, and superscript/subscript. In addition, some special characters and scientific notation may not convert properly. The chart below illustrates acceptable alternatives. It is highly recommended that the ARS-115 record be printed to verify that all characters print as intended, prior to obtaining a signature for approval of the record to the next level.

ARS-115 ON ARIS CODING CONVENTIONS

ITEM	SYMBOL	EXAMPLE	
Exponents	**	7×10^4	7 x 10**4
Temperature	deg or leave out	14^oC	14 deg C or 14C
Prefix Amicro- @	u	177µg	177ug
Chemical Formula		H_2SO_4	H2SO4
Plus or minus	+/-	7.3 ∀ 0.2	7.3 +/- 0.2
Greek letters	spell out	α β	alpha beta (etc.)
Subscripts		log_{10}	log10

APPROVALS:

After the ARS-115 has been entered onto ARIS, it should be printed and given to the Approving Official for review and signature, along with the manuscript and peer review documentation as appropriate.

The printed copy with signature should be retained in location files. In ARIS, the signature tab should be completed with the name of the person who signed the ARS-115 and the date signed. The signature block is divided for last name, first name, middle initial, and suffix (e.g., Jr., III). Be sure to enter the signature using upper and lower case letters. In the case of an Acting, the word AActing@ should be placed in parentheses.

As a reminder, the date of signature by the final approving official will be the official approval date for the ARS-115; this date will not change for subsequent modifications of the record.

In the event that the project has been coded for Dual Use Research (BPMS136 on the AD-417), the ARS-115 will route through Area to NPS for final approval. For abstracts and meeting proceedings where the ARS-115 abstract adequately describes the results that will be presented, the ARS-115 is sufficient for processing for approval. For all other instances, the actual manuscript must be submitted to the Area Program Analyst for review and processing simultaneously with the ARS-115. An electronic version of the manuscript is preferred, but a printed copy is acceptable if electronic is not available.

CITATION:

The publication citation must be entered into the ARS-115 record in order for the publication to be linked to the Annual Project Progress Report (AD-421). The citation cannot be entered until the Publication Date field has been completed. Entering information in the Publication Date field makes input into the Citation field required.

The citation can be entered by typing the information into the citation block, or by using copy/paste to pull it in from another source.

The citation can also be entered through the “Generate Citation” option. When using this option, ARIS pulls information from specific fields of the ARS-115. This includes authors (in authorship order), title, journal title, and publication year (from Publication Date field). These fields need to be correct before “Generate Citation” is applied. Also note that ARIS does not recognize upper and lower case from the title of the article field, so after the citation is generated it should be checked and corrected to capitalize any words that should be capitalized. Additional information that will have to be entered into the generated citation includes: volume, issue, and pagination; meeting/conference date and site information; correct book title and editor information for book chapters; and web site information for on-line journals.

See the section in the appendix for examples of citation formats.

Note: It is imperative that citation information is sight-verified for complete accuracy before the record is approved.

SECTION IIII

MISCELLANEOUS INFORMATION REGARDING ARIS

PRINTING ARS-115 RECORDS:

ARIS generates record print files as PDF files in Adobe Acrobat. These are generated in a form format and cannot be accurately converted to text processing software. The PDF files appear as pop-ups through the internet browser, so pop-up blockers can disable print capability. For troubleshooting print problems, the first step should always be checking for a pop-up blocker.

To print an ARS-115, select the record(s) to be printed by placing a check in the block to the left of the record on the List Tab, and then clicking "Prints" and "ARS-115" under the menu. ARIS will display the PDF print file on screen, and clicking the Printer icon on the Adobe Acrobat toolbar will send the file to the designated printer. Files can also be saved to disk in PDF format and/or sent directly as e-mail attachments.

MODIFYING AN ACTIVE ARS-115 RECORD:

Revisions to an Active ARS-115 record require a Work file to be created. While in Active, ARS-115, select the desired records from the List Tab by placing a check in the block to the left of the record. Under Action, select "Create Work Record" and confirm that you wish to continue creating work records. The created work record will then be available for revision in your Work space.

Processing the revision will require an approval to be entered into the signature block(s). As a reminder, approval of a revision to a record does not alter the original, official approval date of the record.

ARS-115 records remain in Active for five years, and then they are placed into a non-viewable and non-modifiable Archive.

DETAIL BY AUTHOR REPORTS:

The ARIS Manual, Chapter 12L, provides detailed guidance for generating ARS-115 Author Reports. The Manual is available on-line at http://www.arsnet.usda.gov/ARIS/Manual/ and is also included as a link in the Appendix to this document.

There are several different reports available, and each provides specific information pulled from the entire ARIS database of active (approved) ARS-115 records. The report that is required for attachment to performance appraisal documentation for scientists is the Detail by Author report. This same report can be generated to include any information contained in the citation block of the ARS-115. Periodically it may be helpful to generate a Detail by Author – Missing Citations

Only report to provide to authors as a reminder to them to provide publication information for input into the record.

When generating a report, specific criteria should be entered into the query screen as parameters for the ARIS search of the database.

Mode Code – remove the defaulted in mode code from the query screen. This allows ARIS to search all names, rather than names associated with the mode code. This is important because there may be errors in inputting author information, particularly when an ARS-115 is entered at another location. If the person entering the information is not aware that an author is ARS, some other affiliation may be entered. Likewise if the mode code information has been typed into the ARS-115 rather than brought in through query, ARIS recognizes it as text rather than an actual mode code. Leaving the mode code in on the 115 Author query will eliminate any records where the author mode code information on the ARS-115 does not specifically match the query.

Author Name – query the name into the search screen. Querying on the author name will show you options for how the name shows up in the ARS-115 records. As with the mode code, ARS authors should be queried in when the ARS-115 is created. However, there may be instances when an author was erroneously entered as a non-ARS author. In addition, you can create a discrepancy by a misspelling, by having or not having a suffix in the last name block (e.g., Jr.), or by using an alternate of a first name.

Approval Date – insert a date range to include the specific timeframe for the search. For Detail by Author reports in support of annual performance appraisals, the range should be the appraisal period, which is the previous calendar year. Ranges are indicated with the earliest date and latest date of the timeframe, separated by a colon, e.g., 01/01/2005:12/31/2005 would be used for scientist appraisals for Calendar Year 2005. Remember that approval date represents the date of final approval of a new ARS-115; subsequent revisions to the record do not alter the approval date.

Additional parameters that can be selected include: authorship (e.g., to generate a list of only first-authored publications by the investigator for a specific timeframe), publication type (e.g., to generate a list of only journal articles by the investigator for a specific timeframe), journal code (e.g., to generate a list of only submissions to a specific journal or meeting), or acceptance date (e.g., to generate a list of publications that were accepted by the journal).

QUERYING IN ARIS:

ARIS queries the database based on text entered into the query block. It retrieves exactly what is entered unless a special function is used, as shown below:

% = “wild card”

e.g., Robin% = Robinson, Robins, Robinette (Robin is the first part of the database entry)
%Robin = Alrobin, Exarobin (robin is the last part of the database entry)
%6205% = 36 62 05 00 (6205 can have information before or after)

BUT % used in a series = “and”

e.g., %corn%wheat” = any record having both corn and wheat in the field

: = a range, or between two sequential points

e.g., 01/01/2004:12/31/2004 = full CY04

cattle:corn = all terms falling in the alphabetic range

; = or, retrieves records having either term

e.g., corn; wheat = any record having corn or wheat in the field

! = but not, limits search

e.g., A:X!E = all projects coded with status A through X, except E

APPENDIX

Policies and Procedures 151.1-ARS, Publishing (Print and Electronic)
http://www.afm.ars.usda.gov/ppweb/151-01.htm

Policies and Procedures 152.1-ARS, Procedures for Publishing Manuscripts and Abstract with Non-USDA Publishers (Outside Publishing)
http://www.afm.ars.usda.gov/ppweb/152-01.htm

Policies and Procedures 152.2-ARS, Authorship of Research and Technical Reports and Publications
http://www.afm.ars.usda.gov/ppweb/152-02AR.HTM

Policies and Procedures 153.1-ARS, Videotapes
http://www.afm.ars.usda.gov/ppweb/153-01.htm

Dr. Knipling's January 12, 2006, memo on Interim Guidelines for Special Review and Clearance of Research Results from Selected Projects Before Public Release ("Dual-Use" Research)

Sample ARS-115 Worksheet

ARIS Manual Chapter 5. 115 Manuscript Approval
http://www.arsnet.usda.gov/ARIS/Manual/ select chapter 5

ARIS Manual Chapter 12L. 115 Author Reports
http://www.arsnet.usda.gov/ARIS/Manual/ select chapter 12L

Publication Citation Format and Examples

January 12, 2006

SUBJECT: Interim Guidelines for Special Review and Clearance of Research Results from Selected Projects before Public Release

TO: Administrator's Council

FROM: Edward B. Knipling /s/
Administrator

ARS, along with all other Federal departments and agencies involved in life sciences research, is responsible for minimizing the possibility that knowledge and technologies emanating from our research could be misused. The Department of Health and Human Services (HHS) has a lead role in more clearly defining biosecurity measures for "dual-use" research, i.e., research that has both beneficial value and the potential for misuse and pose a biologic threat to public health or national security. As part of this effort, HHS has established the National Science Advisory Board for Biosecurity (NSABB). The Board has been working for approximately a year on its challenge to advise all Federal departments and agencies that conduct or support life sciences research that may be considered dual-use research. The NSABB, made up of non-government representatives, is seeking to address in a balanced way both national security concerns and the research community's need to publish data and exchange research results for public benefit. ARS is represented by Associate Administrator Caird Rexroad who serves as an ex-officio NSABB member.

The NSABB guidance, which is expected late in 2006, will include guidelines for identifying dual-use research; for oversight of dual-use research; and for publication, public presentation, and public communication of research results. In the meantime, there is a USDA requirement for ARS to have an interim process to clear dual-use research-related publications, abstracts, and presentations before they are published or otherwise released to the scientific community or to the public. The need for such a process is prompted, in part, by the recent USDA Office of Inspector General (OIG) audit "Adequacy of Controls to Prevent the Improper Transfer of Sensitive Information." The report is available on the OIG web site at http://www.usda.gov/oig/webdocs/02601-01-CH.pdf.

When the NSABB guidance is issued, ARS will replace our interim guidelines with a new Policy and Procedures document that incorporates the NSABB recommendations.

Implementation of Interim Guidelines. Until such time that the NSABB guidance is available, ARS will equate dual-use research to certain specific categories of research identified in a report entitled "Biotechnology Research in an Age of Terrorism: Confronting the Dual Use Dilemma," issued by the National Research Council (NRC) of the National Academies. The report is available on the National Academies web site at http://www.nap.edu/catalog/10827.html. The NRC identified seven categories as "experiments of concern." They are as follows:

1. Research that would demonstrate how to render a vaccine ineffective.
2. Research that would confer resistance to therapeutically useful antibiotics or antiviral agents.
3. Research that would enhance the virulence of a pathogen or render a nonpathogen virulent.
4. Research that would increase transmissibility of a pathogen.
5. Research that would alter the host range of a pathogen.
6. Research that would enable the evasion of diagnostic/detection modalities.
7. Research that would enable the weaponization of a biological agent or toxin.

Although it is essential that all ARS scientists and program managers be aware of these categories and interim guidelines, only a limited number of ARS projects currently involve experiments that fit these categories. The National Program Staff will systematically review all ARS CRIS projects and identify those subject to the interim guidelines. Subsequent memos from the National Program Staff to applicable scientists, Research Leaders, and Area Directors will identify the projects and outline procedures for documenting them through ARIS. Once these projects are identified and documented, the following procedures are applicable prior to dissemination of research results from the projects or modification of the project's research objectives or approaches.

• Review and Clearance of Research Results before Release. Research Leaders and scientists must obtain appropriate review and clearance both within their Area and from the National Program Staff prior to the release of research results, including papers, abstracts, and presentations, from the projects. This review by both line management (Research Leader, Center/Laboratory Director where appropriate, and Area Director) and the NPS Deputy Administrator must occur prior to release to the scientific community and/or the public. Possible outcomes of such reviews would include (a) publish "as is," (b) publish with modifications, (c) limited-release publication, and (d) disapproval for release. The latter outcome, however, is highly unlikely for most ARS research results.

• Notification when Changes in Project Research Direction are Anticipated. Research Leaders and scientists must notify their Area Director and the National Program Staff when they propose any change in an approved project plan.

All new research projects will be routinely and systematically reviewed by NPS to determine if research results would meet dual-use criteria. If so, the dissemination of such research results would then be subject to the review and clearance procedures described in this memo.

I appreciate your efforts to work together so that implementation of these guidelines will result in a streamlined process for responsibly disseminating ARS research results for the best interests of the food and agricultural sector and the nation.

cc:
A. Betschart
C. Rexroad

ARS-115: Publication Submission for ARIS

Mode Code: 62_____ - _____ - _____ (Example: 6202-40-05 = Areawide Pest Management Research in College Station, TX)

Project Number the 115 is associated with: _____ - _____ - _____ - _____

Example: 6202-21440-002-00D or a sibling project (project number ends in S, T, R, M, N, or G)

Manuscript Title:	
Manuscript Peer Reviewed:	9 YES 9 NO If no, why not?_____
Does this manuscript report CRADA research?	9 YES 9 NO If yes, CRADA Number and CRADA Cooperator Notification blocks must be completed.
First Formal Report other than Abstract?	9 YES 9 NO (For Abstract only, mark this block No)
CRADA Number: Example: 58-3K95-3-0123	_____ - _____ - _____ - _____ Enter CRADA # (**required)** if the manuscript reports CRADA research
Has CRADA Cooperator been notified of Manuscript? **It is a legal requirement to give the CRADA partner 60 days to review the manuscript, and is included in the legal language of all CRADA Agreements.**	9 YES 9 NO **The original written clearance authorization must be on file with the ARS-115 to be maintained in the unit/location official files.** If "Does this manuscript report CRADA research?" is marked Yes, this block must be marked Yes also, or 115 record will not approve to next level. Submit a copy of the written clearance authorization to the SPA Tech Transfer Coordinator.
Submitter: **Must be: RL or a Cat. 1, 4, or 6** **ARIS User:** Click on the **?** to the right of the block to use the List of Values (LOV)	_____, _____, _____ (Last name) (First name) (Middle initial) Phone: (_____)_____ - _____ E-mail: _____

Contact Scientist:

Must be a Permanent Federal employee of the Unit. If a post doc is submitting the 115, use the RL as the Contact Scientist (*i.e.*, someone who is likely to still be there 1-2 two years from now, and could provide information about the 115).

ARIS User: Click on the **?** to the right of the blocks to use the List of Values (LOV)

_____, _____, _____

(Last name) (First name) (Middle initial)

Address:

City:

State: _____ Country: _____ Postal Code: _____

Phone: (_____)_____ - _____ Fax: (_____)_____ - _____

E-mail: _____

Remarks: This information does not print on the hard copy of the 115.

Enter the date of all CRADA clearance authorizations and/or all Non-ARS Author clearance approvals. All Non-ARS authors must provide written clearance.

It is also used for any special information the ARS scientist might wish to relay to line management.

Authors:

List all authors, and their affiliation (ARS, Univ., Private Company, Non-profit Organization, etc.). ARS authors **must** be queried into the record in order to link mode code information for query. **Do not** type in author name and/or mode code.

Non-ARS Author Clearances: Provide the written documentation to the ARIS User for the Official 115 Manuscript/Publication file to be

	Author=s Name: (Last, First, MI)	**Affiliation:** ARS (identified by Mode Code) or Name of Company/University author.	**Non-ARS Author clearance obtained:** Yes or No
1.			
2.			
3.			
4.			
5.			
6.			
7.			

	8. _____ _____ _____ 9. _____ _____ _____ 10. _____ _____ _____ 11 _____ _____ _____ 12 _____ There is no limit on the number of authors. Use a separate sheet of paper to list additional authors for the ARIS User.
Journal or Equivalent:	Query for the journal or equivalent code; if no code is established, use generic or provide information for code establishment to SPA Program Analyst.
Publication Type: Check the appropriate block.	9 **A** ABSTRACT 9 **B** BOOK/CHAPTER 9 **E** EXPERIMENT STATION 9 **G** GERMPLASM RELEASE 9 **V** GOVERNMENT PUB. 9 **L** LITERATURE REVIEW 9 **M** MONOGRAPH 9 **Z** PATENT APPLICATION 9 **J** PEER REVIEWED JOURNAL 9 **O** POPULAR PUBLICATION 9 **P** PROCEEDINGS/SYMPOSIUM 9 **N** RESEARCH NOTES 9 **R** REVIEW ARTICLE 9 **T** TRADE JOURNAL 9 **X** OTHER
Confidential until Published:	9 Yes 9 No ***This information is obtained by the ARS scientist submitting the 115 request.*** It can be found on the Journal/Publication web site.
Submission Date:	_____ / _____ / _____ (Format: mm / dd / year) Enter date manuscript is submitted to journal or meeting committee.
Acceptance Date:	_____ / _____ / _____ (Format: mm / dd / year) Enter date journal formally accepts the manuscript for publication, or date presented at a meeting
Previously Submitted:	9 Yes 9 No If manuscript was previously submitted for approval, select Yes
URL: (enter the web site address for the publication, if any)	This is the URL for the source media; do not use to refer to a location listing or non-source web site where the publication may also be posted. Do not enter http:// because it is defaulted in.
Publication Date:	_____ / _____ / _____ (Format: mm / dd / year)
Hold from Tektran until Published? Checking Yes in this section **does not** release the ARS scientist from obtaining CRADA and/or Non-ARS author clearance authorizations.	9 Yes 9 No ARIS User: check the block on the ARIS screen only if the ARS scientist answers Yes. The 115 will not go to TEKTRAN until the Publication Date on the 115 exceeds the current date.
Hold from Tektran Permanently? Checking Yes in this section **does not** release the ARS scientist from obtaining CRADA and/or	9 Yes 9 No ARIS User: check the block on the ARIS screen only if the ARS scientist answers Yes.

Non-ARS author clearance authorizations.	

Citation: **ARIS User:** (1) After adding the pub date, click on the Generate Citation button (citation info will generate from the 115 data entered earlier). (2) Manually add the applicable information (i.e., Volume #; page numbers, etc.)	**IMPORTANT INFORMATION:** Citation cannot be generated until both the Acceptance and Publication Dates have been entered on the ARS-115 document. 115 DOCUMENTS WILL NOT MIGRATE TO THE ARS WEBSITE TO SHOW PUBLICATION RECORDS FOR THE SCIENTIST/UNIT UNTIL THE ACCEPTANCE AND PUBLICATION DATES ARE ENTERED. If the unit wants their publications to show up, then they need to follow-through and give the dates to the ARIS User to enter.
Patent Information: **If Yes, then the ARS scientist must also submit a Patent/Invention Disclosure form through the ARIS system.** **If Publication Type = Z** (Patent Application), then please enter the Serial Number:	Due to patent potential, is retention of intellectual property rights desired? 9 Yes 9 No If Yes, submit a hard copy of the 115 to the SPA Technology Transfer Coordinator. _____ **ARIS User**: Click on the? to the right of the blocks to use the List of Values (LOV); select the patent serial number. Serial number and date application filed information will be pulled into record. NOTE: A 115 cannot be entered for a patent until the U.S. Patent and Trademark Office assigns a serial number. If any of the above Patent related information is unknown, contact: Dr. Bryan Kaphammer, SPA Technology Transfer Coordinator, OTT, at (970-492-7028 or bryan.kaphammer@ars.usda.gov)
Interpretive Summary and Technical Abstract:	Provide these to the ARIS User electronically. ARIS has the capability to cut and paste. **ARIS User:** Do not type these in, obtain the files electronically. Use Ctrl C (Copy) and Ctrl V (Paste) to transfer the data into the block. (about 5000 characters maximum each for abstract or interpretive summary)

Publication Citation Format and Examples

The citation information should be inclusive enough to allow the article to be found or requested through a library.

Citation information should be sight-verified for complete accuracy before the record is approved. Some common problem areas include:
Author Names – Last name first, no space between author initials, and no "and" before last author
Spacing – There is only one space between elements of the citation
Capitalization – Capitalize proper names in the article title, or the second capital in names such as McMichael. For book titles, capitalize all important words.
Abstract – Insert the word "abstract" in brackets as the last word in the article title if the citation is for an abstract only.
Punctuation – Use the comma or period as shown in the specific format. Be sure to use a period after the journal title, before the volume information. End each citation with a period.
Abbreviations – Do not abbreviate journal titles unless that is what the journal uses for title (e.g., Transactions of the ASAE). Do not abbreviate meeting information. It is acceptable to use Paper No. Use p. (not pp.) to indicate pages.
Pagination – Include complete page numbers (e.g., use 241-252, not 241-52)
Meeting Information – Include as much information as possible, to help differentiate one meeting from another and to help in locating the publication in a library: meeting date and place, editor/compiler if identified, meeting title. In some cases, it may be necessary to include the name of the sponsoring/publishing organization.
Records for Same Meeting – Use a consistent format for all records presented at the same meeting or published in the same source.
Remember that ARIS is not capable of using subscript, superscripts, italic, or underline.

Journal Article:

Format:
Author last name(s) and initial(s). Year of publication. Article title. Full journal title. Volume(issue):page numbers. (Use issue number if available; issue number should always be used if each issue within the volume restarts page numbering with 1.)

Examples:
Anderson, R.J. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649.

Anderson, R.J., Thompson, J.L. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649.

Hoffmann, W.C., Kirk, I.W. 2005. Spray deposition and drift from two medium nozzles. Transactions of the ASAE. 48(1):5-11.

Pivik, R.T., Dykman, R.A., Badger, T.M. 2005. Eating or skipping breakfast: Effects on resting EEG activity and heart rate. The FASEB Journal. 19(4):A434.

Robacker, D.C., Fraser, I. 2005. What do Mexican fruit flies learn when they experience fruit? Journal of Insect Behavior. 18(4):529-542.

Hornberger, T.A., Stuppard, R., Conley, K.E., Fedele, M.J., Fiorotto, M.L., Chin, E.R., Esser, K.A. 2004. Mechanical stimuli regulate rapamycin-sensitive signalling by a phosphoinositide 3-kinase-, protein kinase B- and growth factor-independent mechanism. Biochemical Journal. 380(Pt 3):795-804.

Abstract:

Format:
Author last name(s) and initial(s). Year of publication. Title of abstract [abstract]. Full title of journal/proceedings. Volume(issue):page number(s). (Paper number or Abstract number can be used in place of page number)

Examples:
Steinheimer, T.R. 2004. Chemical fate of herbicides within a small agricultural watershed [abstract]. American Chemical Society. p. 102.

Hester, P.Y., Muir, W.M., Craig, J.V., Albright, J.L. 1995. Group selection for adaptation to multiple-hen cages: Response to social and heat stress [abstract]. Poultry Science. 74(1):102.

Kebrom, T.H., Burson, B.L., Finlayson, S.A. 2005. Enhanced apical dominance in phytochrome B mutant sorghum is correlated with increased expression of the TEOSINTE BRANCHED 1(TB1) gene in axillary buds [abstract]. Plant Biology. p. 229.

Stephens, J., Stoll, B., Guan, X., Helmrath, M., Burrin, D.G. 2004. Relative stimulation of superior mesenteric arterial (SMA) blood flow by enteral nutrition and glucagon-like peptide 2 (GLP-2) in total parenteral nutrition (TPN) fed neonatal piglets [abstract]. Gastroenterology. 126(4):A-142(Suppl. 2).

Example with Paper/Abstract No.:
Paarlberg, K.R., Hanna, H.M, Erbach, D.C., Hartzler, R.G. 1995. Cultivator design for interrow weed control on no-till corn [abstract]. American Society for Agricultural Engineers. Paper No. 95-1331.

Steinheimer, T.R. 2004. Chemical fate of herbicides within a small agricultural watershed [abstract]. American Chemical Society. Paper No. 102.

Robbins, J.M., Casey, P., Szeto, K., Jo, C., Simpson, P., Stuff, J., Weber, J., Connell, C., Champagne, C., Harsha, D., McCabe Sellers, B., Bogle, M.L. 2004. Are children in the Lower Mississippi Delta protected from the consequences of food insecurity [abstract]?

Journal of Federation of American Societies for Experimental Biology. 18(4):A513.

Example of Abstract with conference information:
Starks, P.J., Phillips, W.A., Coleman, S.W. 2005. Remote sensing of crude protein in bermudagrass pastures during the summer grazing season [abstract]. In: Proceedings of American Society of Animal Science, Southern Section Meeting. Symposium on Tropically Adapted Breeds - Regional Project S-10-13, February 5-9, 2005, Little Rock, Arkansas. p. 7.

Example of Abstract only available on CD:
Northup, B.K., Daniel, J.A., Carson, L.B. 2005. Predicting soil characteristics of Oklahoma pasture with near infrared reflectance spectroscopy (NIRS) [abstract]. Society for Range Management, 58th Annual Meeting and Trade Show, February 5-11, 2005, Fort Worth, Texas. 2005 CDROM.

Example of Meeting Abstract published in a numbered volume of proceedings:
Velten, J.P., Cazzonelli, C.I. 2005. Effects of abiotic stresses on ptgs occurring within agrobacteria-infused leaf tissues [abstract]. Keystone Symposia: Diverse Roles of RNA in Gene Regulation, January 8-14, 2005, Breckenridge, Colorado. 114:41.

Proceedings:

Format:
Author last name(s) and initial(s). Year of publication. Title of paper. Title of Proceedings. Volume:Page number(s).

Examples:
Kanwar, R.S., Colvin, T.S., Karlen, D.L. 1995. Tillage and crop rotation effects on drainage water quality. Proceedings of Clean Water-Clean Environment 21st Century. III:163-166.

Miller, J.G. Janyes, D.B., Moorman, T.B. 1995. Prediction of atrazine persistence in a central Iowa field. Proceedings of Water Quality Modeling International Symposium. p. 109-118.

Format for Proceedings w/Conference Information:
Author last name(s) and initial(s). Year of publication. Title of paper. In: (editors, if any). Title of Proceedings. Title of Conference (if different from title of Proceedings), Date of Conference, Conference Location. Page number(s).

Examples w/ Conference Information Included:
Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Smith, J.L. 2004. Current issues in crop production. In: Irvin, R.L., Smith, J.C., editors. Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Example w/different conference title than proceedings:
Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers. 4th International Conference of Plant Growers, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Format for Proceedings only available on CD:
Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers. 4th International Conference of Plant Growers, February 5-7, 2004, Beltsville, Maryland. 2004 CDROM.

Lopez, J., Latheef, M.A. 2004. Adult vial technique for evaluating insecticidal toxicity to cotton fleahopper. In: Proceedings of the Beltwide Cotton Conferences, January 5-9, 2004, San Antonio, Texas. 2004 CDROM.

Bell, A.A., Lopez, J., Esquivel, J.F., Medrano, E.G., Mauney, J. 2005. Isolation of cottonseed-rotting Pantoea spp. from stink bugs and plant bugs. In: Proceedings of the Beltwide Cotton Conferences, January 4-7, 2005, New Orleans, Louisiana. 2005 CDROM.

Bandura, V., Stewart, B.A., Baumhardt, R.L., Ambati, S., Robinson, C.A., Schlegel, A. 2005. Growing dryland grain sorghum in clumps to reduce tillers and early season water use and increase yield and harvest index [abstract]. Agronomy Abstracts, ASA-CSSA-SSSA Annual Meeting. Salt Lake City, Utah. 2005 CDROM.

Dissertations/Thesis:

Format:
Author last name and initials. Date of Degree. Title of Dissertation or thesis [Ph.D. Dissertation]. Place of Degree-Granting Institution: Degree-Granting Institution. Number of pages.

Examples:
Dorsey, J.D. 1995. Farming system effects on soil properties [Ph.D. Dissertation]. Columbus, OH: Ohio State University. 340 p.

Milach, S.C.K. 1995. Genetic characterization and molecular mapping of dwarfing genes in oat [Ph.D. Thesis]. Minneapolis, MN: University of Minnesota. 94 p.

Patent: Patents are not listed as publications on the annual research progress report, but they should be listed in the response to question 7.

Format:
Author last name(s) and initial(s). Date of patent. Title of patent. Patent Number.

Examples:
Eller, F.J., Bartelt, R.J. 1995. Compositions for the control of pepper weevils. U.S. Patent

5,393,522.

Book Chapter:

Format:
Author last name(s) and initial(s). Year of publication. Title of chapter or part. In: Last name and Initial(s) of Editor(s) of book. Title of book. Edition information (if any). Place of publication: Publisher. Inclusive page numbers.

Example:
Ogren, W.L. 1994. Energy utilization by photorespiration. In: Tolbert, N.E., Preiss, J., editors. Regulation of Atmospheric CO2 and O2 by Photosynthetic Carbon Metabolism. 3rd edition. New York, NY: University Press. p. 115-125.

Anderson, R.C., Genovese, K.J., Harvey, R.B., Callaway, T.R., Nisbet, D.J. 2006. Preharvest food safety applications of competitive exclusion cultures and probiotics. In: Goktepe, I., Juneja, V.K., Ahmedna, M., editors. Probiotics in Food Safety and Human Health. Boca Raton, FL: CRC Press. p. 273-284.

Patterson, P.H., Moore Jr., P.A., Angel, R. 2005. Phosphorus and Poultry Nutrition. In: Sims, J.T., Sharpley, A.N., editors. Phosphorus: Agriculture and the Environment. American Society of Agronomy Monograph Series No. 46. Madison, WI: American Society of Agronomy. p. 635-682.

Book:

Format:
Author last name(s) and initial(s). Year of publication. Title of Book. Place of Publication: Publisher. Number of pages.

Example:
Bates, B. 1999. Bargaining for Life: A social history of tuberculosis. Philadelphia: University of Pennsylvania Press. 435 p.

Pellant, M., Shaver, P., Pyke, D.A., Herrick, J.E. 2005. Interpreting indicators of rangeland health. Version 4. Technical Reference 1734-6. U.S. Department of the Interior, Bureau of Land Management, National Science and Technology Center, Denver, CO. BLM/WO/ST-00.001+1734/REV05. 122 p.

Electronic Journal Articles:

Format:
Author last name(s) and initial(s). Year of publication. Title of article. Full journal title [medium]. Volume(issue):page numbers [if available]. Availability information.

Example:
Loker, W.M. 1996. The crisis of modernization in Latin America. Journal of Political Ecology

[serial online]. 3(1). Available: http://www.library.arizona.edu/ej/jpe/volume_3/ascii-lokeriso.txt.

Yerk-Davis, G.L., Grant, D., McMullen, M.D., Cole, E.H., Houchins, K., Melia-Handcock, S. 1995. The UMC Maize RFLP Map Sequence. Plant Genome IV Abstracts. Available: http://probe.nalusda.gov:8000/plant/index.html.

Smith, J.C., Shafer, R.L. 2004. The effect of inoculation methods on bulb firmness. Electronic Journal of Biotechnology. 4(3). Available: http://ejb.ucv.cl/content/vol3/issue3/full/4/index.html.

Fredrickson, B.L. 2000. Cultivating positive emotions to optimize health and well-being. Prevention & Treatment. 3:Article 0001a. Available: http://journals.apa.org/prevention/volume3/pre0030001a.html

Hopkinson, J., Schanler, R.J. 2004. Breastfeeding in the perinatal period. UpToDate Online Journal [serial online]. 12.2. Available: https://store.utdol.com/app/index.asp.

Galloway, J.M., Haggard, B.E., Meyers, M.T., Green, W.R. 2005. Occurrence of pharmaceuticals and other organic wastewater constituents in selected streams in Northern Arkansas, 2004. United States Geological Survey Technical Report. SIR 2005-5140. Available: http://pubs.water.usgs.gov/sir2005-5140.

Computer Programs/CD-ROM:

Format:
Author last name(s) and initial(s). Year of publication. Name/Title of CD-ROM/Computer Program [medium]. Version. Publication location: Publisher.

Example:
Gallo, A.E. 1996. The food marketing system in 1996 [CD-ROM]. Version 1.1. Washington, D.C.: U.S. Department of Agriculture, ERS.

Smith, J.C. 2004. PRO-CITE: Personal Bibliographic Software [computer program]. Version 1.4. Beltsville, MD: Scientific America.

Newsletter: Newsletters cannot be used as publications on annual research progress reports, but can be added into question 7.

Perkins Veazie, P.M., Clark, J.R. 2005. Blackberry research in Arkansas and Oklahoma. BRAMBLE: Newsletter of the North American Bramble Growers Association, Summer 2005. p. 9.

Huang, Y. 2005. Development of a new genetic transformation system for sorghum using Agrobacterium and immature inflorescences. International Sorghum and Millets Newsletter. 46:69-72.

Pitman, W.D., Croughan, S.S., Nash, J.L., Venuto, B.C. 2005. Somaclonal variation in seed germination of dallisgrass biotypes. Plant Genetic Resources International Board Newsletter. 3(3):414-420.

Mornhinweg, D.W., Bregitzer, P.P., Obert, D.E., Peairs, F.B., Baltensperger, D., Hammon, R. 2005. Russian wheat aphid resistant barley-cultivar and germplasm release. Barley Newsletter 48:27. Available: http://wheat.pw.usda.gov/ggpages/BarleyNewsletter/48/toc.htm.

Experiment Station Bulletins: These cannot be listed as publications on the annual research progress reports, but can be entered into the response for question 7.

Webber III, C.L., Harris, M.A., Shrefler, J.W., Durnovo, M., Christopher, C.A. 2005. Organic weed control with vinegar. In: Brandenberger, L., Wells, L., editors. 2004 Vegetable Trial Report. Oklahoma State University, Division of Agricultural Sciences and Natural Resources, Department of Horticulture and Landscape Architecture, Stillwater, Oklahoma. MP-162. p. 34-36.

Gibbons, J.W., Moldenhauer, K.A., Gravois, K., Lee, F.N., Bernhardt, J.L., Meullenet, J.F., Bryant, R.J., Norman, R.J., Cartwright, R., Anders, M., Taylor, K., Bulloch, J., Blocker, M.M. 2005. 'Medark', semi-dwarf medium-grain rice cultivar. In: Norman, R.J., Meullenet, J.-F, Moldenhauer, K.A.K., editors. B.R. Wells Rice Research Studies 2004, Arkansas Agricultural Experiment Station Research Series 529. p. 44-48. Available: http://www.uark.edu/depts/agripub/Publications/researchseries/.

Eizenga, G.C., Lee, F.N., Jia, Y. 2004. Identification of blast resistance genes in rice wild relatives (Oryza spp.) and newly introduced rice (O. sativa) lines. Arkansas Agricultural Experiment Station Research Series 417. p. 29-36.

Marek, T., Porter, D., Howell, T.A. 2005. The Texas High Plains evapotranspiration network-an irrigation scheduling techology transfer tool. The Texas Water Development Board (TWDB) Contract #2004-358-008. Completion Report.

Brown, J.R., Blank, R.R., McPherson, G.R., Tate, K.W. 2005. Rangelands and global change. An Issue Paper Created by the Society for Range Management. p. 1-11.

Knutson, A., Muegge, M., DeLoach, C.J. 2003. Biological control of saltcedar. Texas Cooperative Extension L-5444 (Brochure).

Vogel, J.R., Brown, G.O., Daniel, J.A., Phillips, W.A., Garbrecht, J.D. 2000. Watershed management practices (1976-1999) for the water resources and erosion watersheds at the USDA-ARS Grazinglands Research Laboratory, El Reno, OK. Grazinglands Research Laboratory Research Publication. 75 p.

Trade Journals and Magazines: These cannot be listed in publications on the annual research progress report, but can be listed in the response for question 7.

Riley, K., Riche, M.A. 2005. Florida study achieves tank spawning of southern flounder on pelleted feed. Global Aquaculture Advocate. 8(5):52-53.

Riley, K., Weirich, C.R. 2005. HBOI, USDA/ARS building marine fish hatchery. Fish Farming News. 11(6):22-23.

Callaway, T.R., Anderson, R.C., Edrington, T.S., Genovese, K.J., Poole, T.L., Harvey, R.B., Nisbet, D.J. 2005. Pre-slaughter intervention strategies to reduce food-borne pathogens in food animals: What are we doing? Feedinfo News Service Scientific Reviews. Available: http://www.feedinfo.com.

Rath, N.C. 2004. Minimizing leg problems through management. World Poultry Turkey Special. 6:14-16.

Clark, R.N. 1999. Green power. American Society of Agricultural Engineers Resource Magazine. 6(12):33.

Review of Someone Else's Article: This should not be included on the annual research progress report because it does not report on the research conducted by the reporting project.

Garbrecht, J.D. 2003. Review of 'Mathematical Models of Small Watershed Hydrology and Applications' by Singh, V.P., Frevert, D.K. Journal of Hydraulic Engineering. 129:558-559.